

**Washington State Homeland Security CN – 001-06
EMPG Equipment Approval Guidelines**

Subject: Emergency Management Performance Grant (EMPG)
Equipment Approval Process Guidelines

Date: August 23, 2006

Approved:

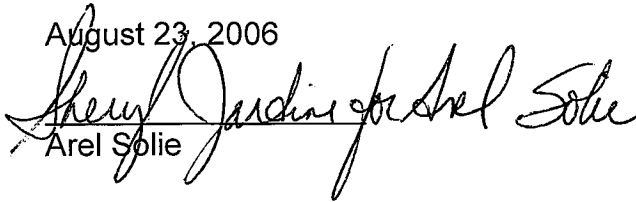

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1. Why does equipment purchased with EMPG funds need to be vetted?

The decision to vet 2006 EMPG equipment purchases through the Equipment Subcommittee will ensure interoperability and standardization of all homeland security grant funded equipment purchases throughout the state (including EMPG). The 2006 EMPG grant guidance requires that all equipment purchased with EMPG funds be on the Authorized Equipment List (AEL) hosted on the Responder Knowledge Base website. This is the same requirement as the traditional homeland security grants.

The Equipment Subcommittee has proven to be a strong and necessary partner in the equipment acquisition process. The Equipment Subcommittee serves as the Committee on Homeland Security (CHS) resource for equipment standardization and interoperability. It also serves as the oversight committee for the development and implementation of related strategies and objectives, and the related homeland security equipment programs. Under the direction of the CHS the Equipment Subcommittee provides a thorough review of all equipment purchased using Department of Homeland Security grant funds to:

- Identify and maintain equipment standards to ensure interoperability statewide on the basis of first responder needs and priorities.
- Promote fiscal responsibility by recommending courses of action intended to ensure public funds are wisely invested.
- Monitor and analyze statewide progress in achieving homeland security strategies and make recommendations to the statewide domestic security infrastructure.
- Ensure items are on the RKB and authorized under the requested grant program.

2. What equipment purchased with EMPG funds needs to be vetted for approval prior to purchase?

Approval requests are required for equipment that will be purchased with EMPG funds and is listed on the Authorized Equipment List (AEL) on the Responder Knowledge Base website. Washington State defines equipment as a "tangible asset with a useful life of more than one year" regardless of the dollar value.

Some examples of equipment items that would need to be vetted for approval (as authorized/allowed by the grant/RKB) are:

- A generator
- A Global Positioning System (GPS) device
- A plotter
- Any EOC equipment: furniture, computers, software, phone systems
- Portable radios
- HAM radios
- Satellite phones

3. What goods purchased with EMPG funds do NOT need to be vetted?

Items such as laptop computers and software, cell phones, blackberries, printers, and other goods which are tied to a person working on emergency management and are

used for general office support are not considered equipment for the purposes of this approval process. Those items would not need to be vetted by the Subcommittee.

If you are unsure if a piece of equipment you wish to purchase needs to be vetted, contact Rachel Glahe, EMPG Program Manager or Don MacSparran, Equipment Program Manager for more information.

4. What is the process for having equipment approved by the Subcommittee?

To submit an Equipment Approval Request, you will need to complete the below Excel form and e-mail it to Don MacSparran, Equipment Program Manager.

Fiscal Year 2006 Emergency Management Performance Grant Equipment Approval Request						
State: <u>Washington</u>			Approval Date: <u>TBD</u>			
Jurisdiction: <u>Draft</u>			Request Date: <u>Draft</u>			
Item No.	Equipment Category	Item	Qty	Total Cost	Discpl	Related Project
1	Interoperable Communications					
2						
3						
4	Other Authorized Equipment &					
5		21.1, Sales tax on equipment		\$0.00		
Jurisdiction Total:				\$0.00		

To complete the form, fill in the sections of the form as explained below:

Item: Include a brief description of the equipment you want to purchase.

Qty: The quantity of equipment you want to purchase.

Total Cost: The total cost for each of the equipment categories.

Discpl: Specify Emergency Management (EM).

Related Project: Include reference to the project from your contact statement of work which this equipment purchase supports.

5. How long will it take to have my equipment reviewed by the Subcommittee?

This is not intended to be a burdensome process. The Equipment Subcommittee meets on the first Wednesday of each month to review requests. When required, the Subcommittee can process a request in 1-2 days via e-mail approval.

For additional information, please contact Rachel Glahe, EMPG Program Manager at (253) 512-7064 or r.glahe@emd.wa.gov.